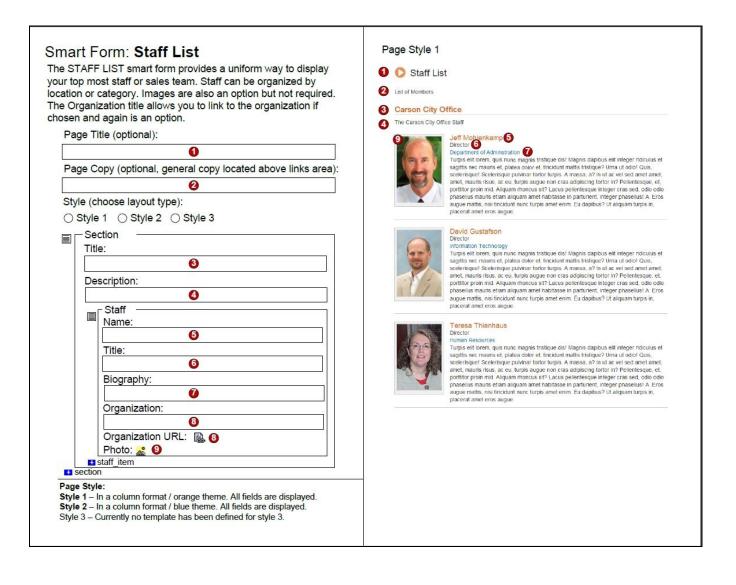
Appendix A – Smart Form Usage Guide

The following pages contain guides to selecting Smart Forms and adding content.

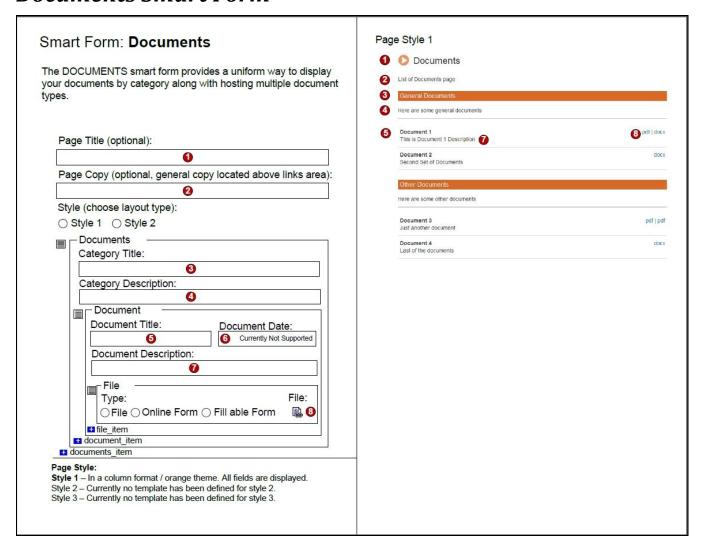
Basic Training Guide Page 1

Appendix A - Section 1 - Some Smart Forms Available

Staff List Smart Form



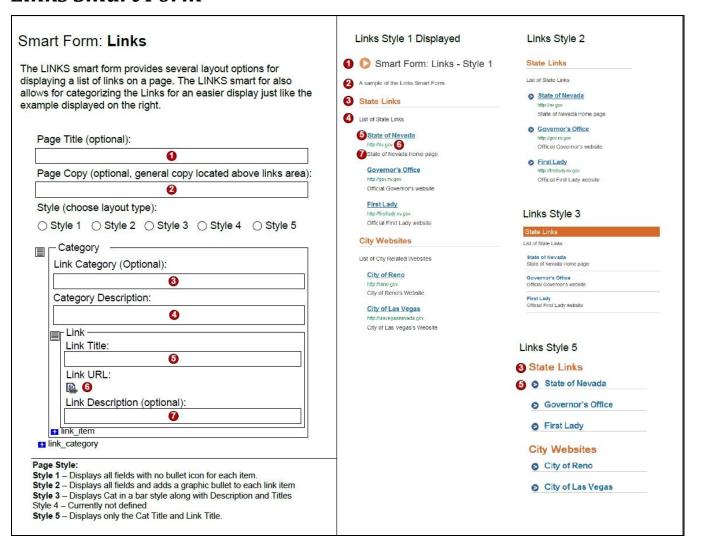
Documents Smart Form



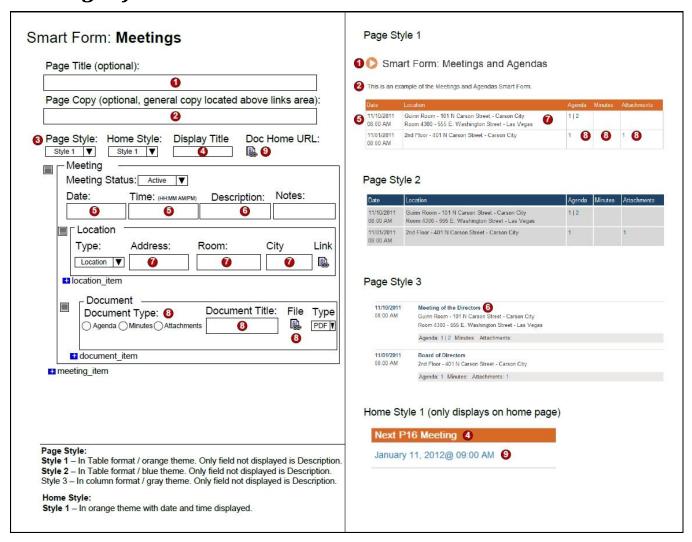
Glossary Smart Form

Page Style 1 Smart Form: Glossary Smart Form: Glossary - Style 1 The GLOSSARY smart form provides a uniform way to display 2 The following Items are definitions for the IT Section. your terms and definitions for your organization. 3 Communication Systems Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering. Page Title (optional): Computer Operations Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies. Page Copy (optional, general copy located above links area): Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements. Style (choose layout type): ○ Style 1 ○ Style 2 DolT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity. Glossary Item -Term: 0 Page Style 2 Definition: Smart Form: Glossary - Style 2 4 Communication Systems: Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering. glossary_item Computer Operations: Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies. Contract Administration: Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements. Data Networking (SilverNet): DolT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity. Style 1 - Terms are on top line will the definition is indented below. Style 2 - Terms are embedded in the text in bold. Style 3 - Currently no template has been defined for style 3.

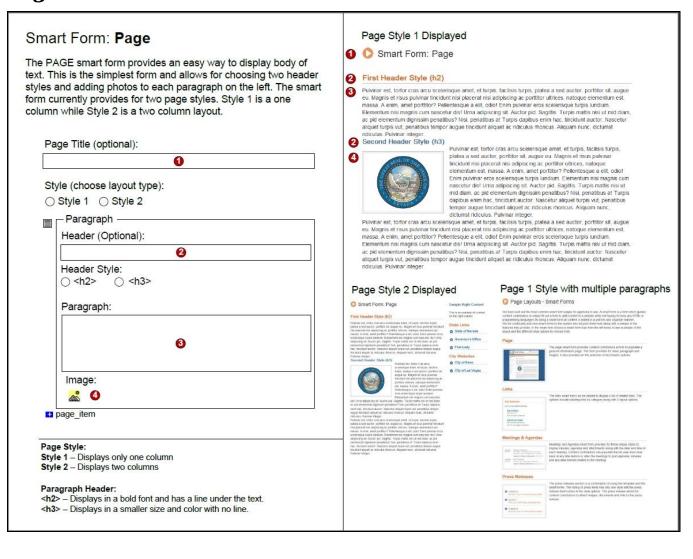
Links Smart Form



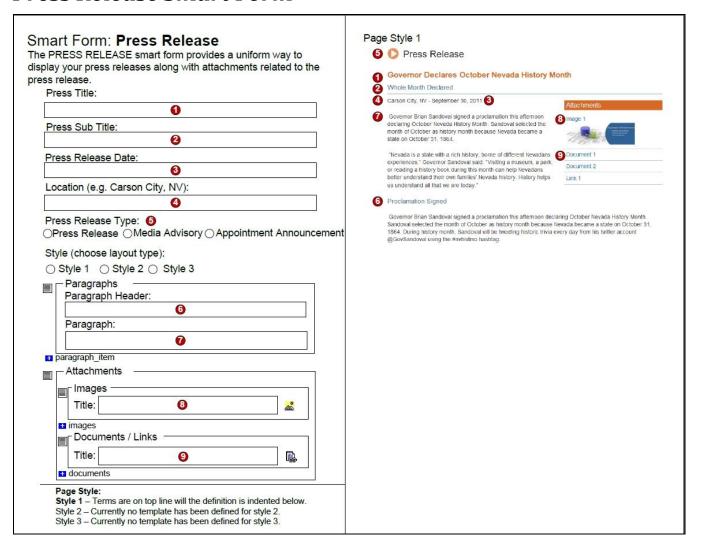
Meeting Information Smart Form



Page Smart Form



Press Release Smart Form



Service Catalog Smart Form

Smart Form: Service Catalog	
Page Title:	
Page Parapraph:	
Ca Tittl	e: Item Title: Rate: Amount: URL: Description: Budget Coding: Title: Title: Title: Tier: Start: End: Term: Rate:

Enterprise IT Services Catalog

|T Labor | Computing Services | Server/Non-Server Hosting | Silvemet WAN | Telecommunications | Network Transport | Security | Assessments

IT Labor

Programmer / Developer

Per Hour | \$79.39

EITS provides a variety of software programming services including maintenance of existing computer software applications; maintenance and development of WEB software applications; development of new software information systems, software testing and product support; and technical documentation of software. Programming service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Database Administrator

Per Hour | \$89.14

EITS performs a variety of database and technical information management services including administration and tuning of database management programs and systems, database support for new computer applications and designs, specialized data file management and support for database planning. DBA service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Computing Services

Batch

Per CPU Minute | \$25.56

Batch is a mainframe CPU (Central Processing Unit) *per minute charge*, for accumulated minutes, for any job in a JCL (Job Control Language) format and run under the z/OS operating system. Batch is billed monthly as incurred.

Budget: 1385 | Exp_GL: 7520 | Rev_GL: 3809 | Org Code 8521

CICS

Per CPU Minute | \$7.56

CICS (Customer Information Control System) is a mainframe transaction processing system used primarily by end-users. It provides a standard interface for application programs to communicate with workstations, files and databases. CICS is a CPU per minute charge, for accumulated minutes, for any processing done under CICS control. CICS is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

DB2

Per CPU Minute | \$108.75

DB2 is a mainframe relational DBMS (Database Management System) that provides data storage, retrieval, and integrity functions required by batch or CICS programs. DB2 is a CPU *per minute charge*, for accumulated minutes, for any database processing performed. DB2 is billed monthly as incurred

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561